

**MARINA COMMITTEE MEETING MINUTES**  
**TUESDAY, OCTOBER 13, 2015**  
**Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**

The October 13, 2015 meeting of the Marina Committee was called to order by Chairperson John Clove at 3:04 P.M.

**Present:** Chairperson Clove, and members Pat Duffy and Fuzzy Sunstrom.

**Excused:** Dan Jungwirth

**Others:** Greg Diltz

**Staff Members:** Village Administrator Zeke Jackson, Marina Manager Nicole Krauel and Assistant Administrator Janal Suppanz.

**Approval of the agenda:**

*A motion was made by Sunstrom, seconded by Duffy that the Agenda for the October 13, 2015 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

**Approval of minutes as published:**

**As to the minutes for the September 18, 2015 meeting of the Marina Committee:**

*A motion was made by Duffy, seconded by Sunstrom that the minutes for the September 18, 2015 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

**Comments, correspondence and concerns from the public:**

Clove asked if anyone wished to comment regarding a non-agenda item. No one responded. Jackson noted that he had received a few e-mails in which positive comments were made about the Marina and the services which were provided to Marina patrons during the past season.

**Business Items:**

**Item No. 1. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:**

*At 3:11 P.M. a motion was made by Sunstrom, seconded by Duffy that the Marina Committee convene into Executive Session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken on that motion, and the Committee members voted in the following fashion:*

*Clove – Aye*

*Duffy – Aye*

*Sunstrom – Aye.*

*Motion carried.*

**Item No. 2. Consider a motion to reconvene into Open Session:**

*At 4:20 P.M. a motion was made by Duffy, seconded by Sunstrom that the Marina Committee reconvene into Open Session. Another roll call vote was taken, and the Committee members again voted in the following fashion:*

*Clove – Aye*

*Duffy – Aye*

*Sunstrom – Aye.*

1 *Motion carried.*

2  
3 **Item No. 3. Consider a motion to take action, if required:**

4 *A motion was made by Duffy seconded by Sunstrom that a long term Lease shall be entered*  
5 *into with Scott and Mary Mueller for the building which is commonly referred to as "The*  
6 *Boathouse" located at 10697 N. Bay Shore Drive. That Lease shall contain all the terms and*  
7 *conditions which were agreed upon at the last meeting of the Marina Committee as well as the*  
8 *terms and conditions which were discussed by the Committee members in closed session at this*  
9 *meeting. Motion carried – All ayes.*

10  
11 *A motion was made by Duffy, seconded by Sunstrom that effective November 1, 2015 a full-*  
12 *time Marina Manager position shall be created. Until January 1, 2016, the funds for the Marina*  
13 *Manager's salary and benefits shall be withdrawn from the unexpended portion of the 2015*  
14 *wages and benefits section of the Marina budget, and, if necessary, the unassigned Marina fund*  
15 *balance. Motion carried – All ayes.*

16  
17 Duffy then informed Krauel that the Marina Committee had decided to offer her the newly  
18 created Marina Manager position. Jackson will be discussing the terms of employment with her  
19 in the near future.

20  
21 **Item No. 4. Review of the Marina financial statements:**

22 Financial statements for the Marina were likewise included in the meeting packets, and the  
23 Committee members jointly reviewed all of that documentation.

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25 **Item No. 5. Discussion regarding the 2016 Marina Budget; Consider a motion to refer the**  
26 **proposed Marina budget for 2016 to the Finance Committee/Village Board for further action:**

27 A draft of the proposed Marina budget for 2016 was included in the meeting packets and the  
28 Committee members jointly reviewed that documentation. Some revisions were suggested, and  
29 Jackson took note of all of them.

30  
31 *A motion was made by Duffy, seconded by Sunstrom that the Marina Committee recommends*  
32 *that the Marina Budget for 2016 which was reviewed at this meeting be approved as corrected.*  
33 *Motion carried – All ayes.*

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35 **Item No. 6. Discussion regarding a 2016 Meeting Calendar for the Marina Committee;**  
36 **Consider a motion for action if necessary:**

37 *Until further notice the regular monthly meetings of the Marina Committee will be conducted*  
38 *on the second Tuesday of the month at 4:00 P.M., but due to scheduling conflicts the next*  
39 *meeting of the Marina Committee will be conducted at 4:00 P.M. on Tuesday, November 3,*  
40 *2015.*

41  
42 **Item No. 7. Discussion regarding Marina activities with the Marina Manager:**

43 **Item No. 8. Consider a motion to discuss matters to be placed on a future agenda or referred**  
44 **to a committee, official or employee:**

45 *A motion was made by Duffy, seconded by Sunstrom that Agenda Item No. 7 – Discussion*  
46 *regarding Marina activities with the Marina Manager; shall be tabled until the next meeting of*  
47 *the Marina Committee.*

**Adjournment:**

*A motion was made by Sunstrom, seconded by Duffy to adjourn the meeting of the Marina Committee at 6:14 P.M.*

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant